

SPECIAL FILING INSTRUCTIONS 1999 FILING CYCLE

SECTION 1 TERMS AND CONDITIONS

SPECIAL NOTICE: GSA published for comment in the Federal Register on August 27, 1998, a notice requesting industry comments on four proposals involving Distribution System traffic. These proposals included: (1) requiring carriers to provide shipment status notices using either the ANSI X.12 Transaction Set 214 format or a GSA proprietary file format; (2) paying carriers after receipt of delivery information without requiring carrier invoicing; (3) requiring carriers to submit territorial offers by 3 digit Zip Code; and (4) prepricing shipments and basing payments on the mileage as determined by PCMiller, from ALK Associates. GSA is in the process of reviewing industry comments. However, carriers are placed on notice that these changes could be implemented during the Effective Period of this Request. If one or more of these changes are implemented, opportunities for rate adjustments will be considered.

GENERAL: The following Request and its Special Filing Instructions (SFI) are provided in addition to the terms and conditions of the General Services Administration's (GSA) Standard Tender of Service (STOS), General Freight Traffic Management Program, GSA General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto; however, certain provisions and requirements of this Request and its SFI may deviate from and supersede those published in the STOS, GSA TOS No. 1-F.

Traffic to be included under this Request and its SFI will be freight-all-kinds (FAK) shipments moving via closed van and/or Trailer-On-Flat-Car (TOFC) for all less than truckload (LTL) (0 pounds to 10,000 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS) and the identified intrastate shipments within CONUS. Rates will only be accepted for the following GSA facility:

✱ Southwest Distribution Center (SWDC), Fort Worth, TX

PLEASE NOTE: Rate offers for shipments from the SWDC to Canada, Puerto Rico, and the States of Alaska and Hawaii MUST be filed separately and on a GSA Optional Form 280. Please submit separate rate offers for each with applicable cubic foot ocean charges to Puerto Rico, Alaska, and Hawaii. Offers should be submitted directly to GSA's Southeast Zone Office at the address identified on Page 2 of the cover letter to this Request.

1-1. EFFECTIVE PERIOD: All acceptable rate offers submitted in response to this Request and its SFI will be for the period November 1, 1999, through October 31, 2000.

1-2. SUBMISSION OF RATE OFFERS: Rates offered in response to this Request and its SFI MUST be in accordance with the following:

A. ELECTRONIC RATE OFFERS: Firms submitting seven (7) or more SWDC C2, C3, or C4 rate records MUST submit rate offers electronically via the File Transfer Protocol (FTP) of the Internet (I-FTP) in accordance with Sections 6, 7, and 8.

B. PAPER RATE OFFERS: Firms submitting six (6) or less SWDC C2, C3, or C4 rate records may submit their rates either via the I-FTP or paper. If a firm chooses to submit its SWDC rate offer containing six (6) or less C2, C3, or C4 rate records via paper, the rate offer must be submitted in accordance with Sections 6 and 9.

1-3. FILING PERIOD:

A. INITIAL FILINGS: Electronic rate offers must be received via I-FTP by 4:30 P.M. Central Daylight Time, September 10, 1999. Paper rate offers must be received by GSA's Southeast Zone Office at the address identified on Page 2 of the cover letter by 4:30 P.M. Eastern Daylight Time, September 10, 1999. All acceptable rate offers will be processed in accordance with Paragraph 1-3.D., below.

B. REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES: Electronic rate filings received between August 11, 1999, and September 10, 1999, which do not meet the requirements as stated in this Request and its SFI will be considered unacceptable, rates will not be included in the data base, and the firm will be notified of the deficiencies by GSA's Central Zone Office by facsimile and/or telephone. If a firm's rate offer is submitted in accordance with this Request and its SFI by a Rate Filing Service Provider or a Tariff Publishing Agent, the Rate Filing Service Provider or the Tariff Publishing Agent will be notified of the deficiencies and not the firm. Corrected rate offers must be resubmitted within ten (10) calendar days after receipt of notification. In those instances where corrections are not received within the ten (10) calendar days after notification, rate offers will be considered unacceptable and the firm will not be allowed to refile. All corrected rate offers received within the required ten (10) calendar days will be entered into the database effective November 1, 1999.

C. REFILINGS OF PAPER SUBMITTED FILING DEFICIENCIES: Paper rate filings received between August 11, 1999, and September 10, 1999, which do not meet the requirements as stated in this Request and its SFI will be considered unacceptable, rates will not be included in the data base, and the firm will be notified of the deficiencies by GSA's Southeast Zone Office by facsimile and/or telephone. Corrected rate offers must be resubmitted within ten (10) calendar days after receipt of notification. In those instances where corrections are not received within the ten (10) calendar days after notification, rate offers will be considered unacceptable and the firm will not be allowed to refile. All corrected rate offers received within the required ten (10) calendar days will be entered into the database effective November 1, 1999.

D. ACCEPTED/EFFECTIVE DATE: Initial rate offers allowable under Paragraph 1-3.A. will be processed by November 1, 1999, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraphs 1-3.B. and C.

E. CARRIER NOTIFICATIONS: If the submitting firm receives no communication from GSA pursuant to Paragraphs 1-3.B. and C. by November 1, 1999, the firm is on notice that its rate offer(s) has been accepted and transmitted to its designated Tariff Publishing Agent for publication, or in the absence of a designated Tariff Publishing Agent, its rate file(s) has been offered to GSA's Office of Transportation Audits.

1-4. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the traffic identified in this Request and its SFI, the offeror agrees that it can and will service the identified origin facility for which a rate is offered and all points within each identified destination State and/or destination service area for which a rate is offered.

1-5. OPTION TO EXTEND: The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this Request and its SFI for up to ninety (90) days.

1-6. TERMINATION:

A. The following provision will apply in addition to Item 20e of the Optional Form 280:

1. Accepted rate offers may be terminated upon determination that a Carrier has failed to satisfactorily respond to a show cause notice(s); and

2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Carrier in accordance with the Code of Federal Regulation (CFR) 101-40.4.

B. Upon termination of the rate offer under 1-6.A.1 and/or 2. above, the Carrier shall be paid any sum due the Carrier for services performed under this Request and its SFI to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided any such payments shall be without prejudice to any claim which the Government may have against the Carrier and the Government shall have the right to offset any such claims against such payment.

1-7. **TERMINATION FOR CONVENIENCE OF THE GOVERNMENT:** The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this Request and its SFI when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be only liable for payment for services rendered before the effective date of the termination.

1-8. **CONTACTS:** Questions dealing with this Request, its SFI, or the STOS should be directed to Martha Gresham at (404) 331-5121 or by e-mail at internet martha.gresham@gsa.gov. Questions dealing with the submission of electronic rate offers should be directed to either Robyn Bennett, Cindy Schardt, or Ray Calahan at (816) 823-3646 or by e-mail at internet robyn.bennett@gsa.gov, cindy.schardt@gsa.gov, or ray.calahan@gsa.gov, respectively.

SECTION 2 EVALUATION AND ACCEPTANCE

2-1. **EVALUATION:** The GSA Southeast Zone Office will conduct all evaluations and will notify each carrier before November 1, 1999, of an acceptable rate offer(s) and awarded routings, if any. GSA's policy in the past has been to award firms who filed LTL rates only one Service Area per carrier; however, with this filing, GSA will consider the awarding of multiple Service Areas to one carrier.

2-2. **ACCEPTANCE:** Accepted rate offers will be contained in GSA's Interagency Transportation Management System (ITMS). When identified in ITMS, the acceptable rate offers will be listed based on price only. The listing of firms and their rate offers will be based on the anticipated shipping date, the origin of the shipment, the destination of the shipment, the weight of the shipment, the number of miles between the origin and destination of the shipment, and any accessorial services requested by the customer agency. Firms with applicable rates for the requested shipment will be listed on the cost comparison in cost ascending order. In the case of brokers and shippers agents/Intermodal Marketing Companies, please note that the broker's name and/or the shipper agent's/Intermodal Marketing Company's name and not the names of its underlying carriers will be identified on cost comparisons. However, when rate information is made available either to a Tariff Publishing Agent or to GSA's Office of Transportation Audits in the absence of a Tariff Publishing Agent, rate information will be submitted in the name of the broker's and/or a shipper agent's/Intermodal Marketing Company's underlying carriers and not in the name of the broker and/or the shipper agent/Intermodal Marketing Company. If the occasion arises when two or more firms have offered the exact same rate offer (both for transportation and the requested accessorial services), then the firms will be listed on the cost comparison in alphabetical order according to the firm's names.

Please Note: The GSA Southeast Zone Office may take other factors into consideration when routing shipments other than just price. As a result, the listing of firms on an ITMS cost comparison is for viewing/verification purposes only and does not guarantee any traffic will be awarded.

SECTION 3

LETTER OF INTENT CERTIFICATION

By the submission of a rate offer to the General Services Administration (GSA) either electronically or via paper, the submitting carrier certifies that:

I have read and will comply with all the provisions contained in this request dated August 11, 1999, as well as any supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS), GSA General Freight Tender of Service No. 1-F, the GSA National Rules Tender No. 100-D, and the GSA Baseline Rate Publication No. 1000-D, all effective May 1, 1996, as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers have been submitted has the operating authority and insurance required by Item 1-6 and Section 2 of the GSA General Freight Tender of Service No. 1-F.

SECTION 4

SUBSTITUTED SERVICE - RAIL FOR MOTOR

If a firm utilizes Item 1125, Substituted Service - Rail for Motor, of the GSA National Rules Tender No. 100-D for shipments moving under this Request and its SFI, the submission of a rate offer(s), either electronically or via paper, constitutes agreement to the terms and conditions of Item 1125 and that rates submitted include for the proper blocking and bracing by the carrier for Trailer-On-Flat-Car (TOFC) or Road Railer movement to preclude damage to the material.

SECTION 5

TERMS & CONDITIONS OF THE UNIFORM TENDER OF RATES &/OR CHARGES FOR TRANSPORTATION SERVICES

By submission of a rate offer(s) to GSA either electronically or via paper, the submitting carrier agrees to and/or meets the terms and conditions of the Uniform Tender of Rates And/Or Charges For Transportation Services, Optional Form 280, except as provided in Paragraph 1-6.

SECTION 6 IDENTIFICATION OF TRAFFIC

6-1. IDENTIFICATION OF TRAFFIC: Identified below is a description of Destination Services Areas for which rate offers are being requested for the Southwest Distribution Center (SWDC). A firm is not required to offer rates to each of the identified Destination Service Areas. Offers received which contain origins/destinations not identified below will be found unacceptable. An offering firm must be able to service all points within all States identified within a Destination Service Area Description.

Destination Service Area Code	Destination Service Area Description		Destination Service Area Code	Destination Service Area Description
01	AL		19	MO
02	AR		20	MS
03	AZ		21	NC
04	CA		22	ND, SD
05	CO		23	NE
06	CT, DC, RI		24	NM
07	DE, MA, MD, NJ, NY		25	NV, UT
08	FL		26	OK
09	GA, SC		27	OR, WA
10	IA		28	PA
11	ID, MT, WY		29	TN
12	IL		30	Dallas, TX, Ft. Worth, TX, and Commercial Zones
13	IN, MI, OH		31	San Antonio, TX and Commercial Zone
14	KS		32	Texarkana, TX and Commercial Zone
15	KY		33	Ft. Hood, TX and Commercial Zone
16	LA		34	All Other TX
17	ME, NH, VT		35	VA, WV
18	MN, WI			

6-2. HISTORICAL TRAFFIC VOLUME: Identified below are projected traffic volume estimates for Fiscal Year 1999 for the SWDC. The data provided shall not be interpreted as a guarantee that traffic will amount to these quantities. The Government makes no guarantee that these quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments.

Estimated Annual Tonnage Shipped by Destination Service Area, Weightbreak, Weight, and Number of Shipments										
Dest. Service Area	Min. Weight	L5C Weight	5C Weight	1M Weight	2M Weight	5M Weight	10M Weight	20M & Over Weight		
	Min. Count	L5C Count	5C Count	1M Count	2M Count	5M Count	10M Count	20M & Over Count	Total Weight	Total Count
01-AL	6,770	7,949	20,549	19,890	33,440	18,091	15,170	0	121,859	
	63	23	32	14	12	3	1	0		148
02-AR	54,666	158,549	363,594	311,309	332,488	189,493	142,411	51,840	1,604,350	
	447	441	547	227	112	29	10	2		1,815
03-AZ	9,124	11,085	42,905	22,194	73,423	40,902	0	0	199,633	
	75	29	64	17	21	6	0	0		212
04-CA	76,436	65,392	185,155	218,724	385,124	340,824	251,543	488,004	2,011,202	
	594	177	265	156	119	51	17	13		1392
05-CO	91,452	300,751	805,946	909,105	1,053,224	517,378	935,638	835,959	5,449,453	
	687	855	1,167	673	353	79	65	25		3,904
06-CT,DC,RI	6,546	4,323	20,108	17,588	7,352	5,828	11,100	0	72,845	
	65	11	28	15	3	1	1	0		124
07-DE,MA,MD, NJ,NY	28,662	24,584	83,934	79,033	130,030	131,302	130,848	86,168	694,561	
	232	69	124	60	45	18	10	3		561
08-FL	23,541	28,212	70,860	57,221	36,719	11,057	15,004	0	242,614	
	171	77	97	45	14	2	1	0		407
09-GA,SC	18,733	21,105	70,212	100,650	122,582	198,570	111,228	154,602	797,682	
	165	55	104	69	42	30	8	5		478
10-IA	23,247	24,314	87,473	67,432	139,554	66,976	25,108	21,964	455,798	
	178	65	125	52	45	11	2	1		479
11-ID,MT,WY	51,814	128,254	313,133	320,626	347,963	103,929	39,166	21,594	1,326,479	
	414	313	473	235	120	15	3	1		1,574
12-IL	17,723	19,010	102,566	140,665	197,837	202,595	258,978	163,058	1,102,432	
	111	54	146	102	65	29	18	6		531

Estimated Annual Tonnage Shipped by Destination Service Area, Weightbreak, Weight, and Number of Shipments

Dest. Service Area	Min. Weight	L5C Weight	5C Weight	1M Weight	2M Weight	5M Weight	10M Weight	20M & Over Weight		
	Min. Count	L5C Count	5C Count	1M Count	2M Count	5M Count	10M Count	20M & Over Count	Total Weight	Total Count
13-IN,MI,OH	7,736	10,799	17,018	14,822	23,419	36,653	41,123	88,661	240,231	
	78	31	25	11	8	5	3	3		164
14-KS	64,628	230,990	729,237	632,700	747,654	247,659	97,416	107,855	2,858,139	
	547	618	1,070	470	262	42	7	4		3,020
15-KY	6,208	4,683	27,554	18,614	17,915	0	10,976	0	85,950	
	48	12	40	13	6	0	1	0		120
16-LA	55,665	201,993	758,399	663,349	856,247	665,909	356,930	213,754	3,772,246	
	464	536	1,104	490	287	98	26	7		3,012
17-ME,NH,VT	3,850	4,887	3,936	6,697	4,680	15,690	0	0	39,740	
	39	15	6	5	2	2	0	0		69
18-MN,WI	36,378	28,512	133,111	162,321	311,633	149,486	174,038	89,547	1,085,026	
	260	74	187	117	110	24	11	4		787
19-MO	96,480	210,123	640,106	594,645	719,510	282,843	306,424	853,785	3,703,916	
	744	552	944	442	266	43	20	25		3,036
20-MS	11,351	10,585	21,959	13,263	10,175	9,892	0	0	77,225	
	91	28	33	9	4	1	0	0		166
21-NC	9,262	12,115	25,342	20,720	18,197	29,872	0	0	115,508	
	82	32	39	16	6	4	0	0		179
22-ND,SD	47,786	112,958	375,123	369,531	276,040	238,063	73,719	0	1,493,220	
	387	292	569	274	96	36	5	0		1,659
23-NE	34,536	76,584	191,565	190,721	290,482	160,364	67,210	22,826	1,034,288	
	284	201	277	136	101	23	5	1		1,028
24-NM	50,703	150,713	498,776	508,281	572,507	311,183	494,948	406,298	2,993,409	
	432	398	728	384	200	46	37	14		2,239
25-NV,UT	20,396	90,240	307,342	236,973	185,745	91,733	0	0	932,429	
	194	239	460	183	72	14	0	0		1,162

Estimated Annual Tonnage Shipped by Destination Service Area, Weightbreak, Weight, and Number of Shipments

Dest. Service Area	Min. Weight	L5C Weight	5C Weight	1M Weight	2M Weight	5M Weight	10M Weight	20M & Over Weight		
	Min. Count	L5C Count	5C Count	1M Count	2M Count	5M Count	10M Count	20M & Over Count	Total Weight	Total Count
26-OK	72,481	222,948	973,460	976,867	1,223,828	579,001	378,224	615,854	5,042,663	
	589	575	1,395	729	425	85	28	22		3,848
27-OR,WA	15,840	23,622	78,698	94,109	137,067	100,425	83,152	20,400	553,313	
	141	63	113	67	47	15	6	1		453
28-PA	13,459	19,091	51,029	76,755	142,456	91,628	104,429	0	498,847	
	116	50	72	53	45	13	7	0		356
29-TN	3,277	5,970	12,488	17,780	2,665	15,412	0	0	57,592	
	33	17	18	13	1	2	0	0		84
30-DAL/FTW &COM. ZONES	68,524	155,629	490,679	559,881	758,371	420,050	334,910	103,100	2,891,144	
	484	421	718	425	259	63	26	4		2,400
31-SAN ANT,TX & COM. ZONE	28,091	61,612	394,194	476,422	712,517	287,958	267,922	1,057,011	3,285,727	
	213	166	567	352	234	44	20	25		1,621
32-TEXARKANA TX&COM. ZONE	4,782	12,035	77,957	112,669	53,336	30,246	82,721	0	373,746	
	33	30	109	80	19	5	5	0		281
33-FT. HOOD,TX & COM. ZONE	49,292	314,280	1,027,744	851,178	743,587	213,628	82,175	109,181	3,391,065	
	438	788	1,503	627	263	35	7	4		3,665
34-ALL OTHER TX	204,932	507,627	1,605,039	1,588,507	1,735,226	865,957	501,653	1,247,110	8,256,051	
	1,618	1,370	2,336	1,186	600	127	38	36		7,311
35-VA,WV	30,614	31,015	104,744	159,120	286,529	11,543	100,352	22,320	746,237	
	254	81	154	112	96	16	8	1		722
Total Weight	1,344,985	3,292,539	10,711,935	10,610,362	12,689,522	6,682,140	5,494,516	6,780,621	57,606,620	
Total Count	10,771	8,758	15,639	7,859	4,360	1,017	396	207		49,007
% of Total Weight	2.33%	5.72%	18.59%	18.42%	22.03%	11.60%	9.54%	11.77%		
% of Total Count	21.98%	17.87%	31.91%	16.04%	8.90%	2.08%	0.81%	0.42%		

6-3. CURRENT CARRIER RATE LEVELS: Identified below are the rate levels as of April 1, 1999, for the SWDC. This information is being provided for informational purposes only.

1. Less Than Truckload Rate Levels: Rate levels are expressed as a percentage of the GSA Baseline Rate Publication No. 1000-D. The rate levels shown represent the rate(s) for the identified route of the prime carrier which was selected from a combination of past performance and price:

Less Than Truckload								
Destination State	Min Charge	L5C – 10M	Accessorials		Destination State	Min Charge	L5C – 10M	Accessorials
AL	70%	42%	100%		NE	73%	57%	105%
AR	79%	58%	115%		NH	90%	72%	110%
AZ	97%	72%	100%		NJ	70%	52%	100%
CA	66%	45%	100%		NM	80%	70%	100%
CO	75%	70%	100%		NV	99%	75%	100%
CT	75%	50%	100%		NY	70%	52%	100%
DC	75%	50%	100%		OH	66%	43%	100%
DE	70%	52%	100%		OK	83%	62%	100%
FL	83%	49%	100%		OR	65%	53%	100%
GA	65%	40%	100%		PA	75%	55%	100%
IA	69%	43%	100%		RI	75%	50%	100%
ID	90%	85%	110%		SC	65%	40%	100%
IL	65%	41%	100%		SD	94%	75%	100%
IN	66%	43%	100%		TN	70%	41%	100%
KS	90%	82%	110%		Dallas/Ft. Worth, TX	32%	32%	80%
KY	68%	44%	100%		San Antonio, TX	74%	51%	112%
LA	75%	59%	95%		Texarkana, TX	73%	67%	105%
MA	70%	52%	100%		Fort Hood, TX	83%	76%	100%
MD	70%	52%	100%		All other TX	72%	68%	100%
ME	90%	72%	110%		UT	99%	75%	100%
MI	66%	43%	100%		VA	70%	42%	100%
MN	70%	44%	100%		VT	90%	72%	110%
MO	73%	57%	105%		WA	65%	53%	100%
MS	68%	44%	100%		WI	70%	44%	100%
MT	90%	85%	110%		WV	70%	42%	100%
NC	68%	44%	100%		WY	90%	85%	110%
ND	94%	75%	100%					

2. Truckload Rate Levels: Rate levels are expressed as a cents per mile along with a minimum Truckload charge per vehicle used. The rate levels shown represent the low cost carrier for the identified route:

Truckload								
Destination State	Min Chg PVU	Cents Per Mile	Accessorials		Destination State	Min Chg PVU	Cents Per Mile	Accessorials
AL	\$495	125	100%		NE	\$495	110	100%
AR	\$495	125	100%		NH	\$425	120	100%
AZ	\$495	145	100%		NJ	\$495	115	100%
CA	\$495	110	100%		NM	\$425	155	100%
CO	\$495	145	100%		NV	\$495	135	100%
CT	\$425	113	100%		NY	\$495	115	100%
DC	\$425	113	100%		OH	\$495	110	100%
DE	\$495	115	100%		OK	\$495	135	100%
FL	\$495	125	100%		OR	\$495	120	100%
GA	\$495	110	100%		PA	\$495	105	100%
IA	\$495	110	100%		RI	\$425	113	100%
ID	\$495	125	100%		SC	\$495	110	100%
IL	\$495	110	100%		SD	\$495	125	100%
IN	\$495	110	100%		TN	\$495	110	100%
KS	\$495	110	100%		Dallas/Ft. Worth, TX	\$200	100	100%
KY	\$495	110	100%		San Antonio, TX	\$449	100	100%
LA	\$495	110	100%		Texarkana, TX	\$395	100	100%
MA	\$495	115	100%		Fort Hood, TX	\$350	100	100%
MD	\$495	115	100%		All other TX	\$495	100	100%
ME	\$425	120	100%		UT	\$495	135	100%
MI	\$495	110	100%		VA	\$495	110	100%
MN	\$495	110	100%		VT	\$425	120	100%
MO	\$495	110	100%		WA	\$495	120	100%
MS	\$495	110	100%		WI	\$495	110	100%
MT	\$495	125	100%		WV	\$495	110	100%
NC	\$495	105	100%		WY	\$495	125	100%
ND	\$495	125	100%					

SECTION 7

FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS

7-1. FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS: Firms submitting seven (7) or more C2, C3, or C4 rate records for the Southwest Distribution Center (SWDC) **MUST** submit their rate offers electronically via the File Transfer Protocol (FTP) of the Internet (I-FTP). Those firms submitting six (6) or fewer C2, C3, or C4 rate records for the SWDC may submit their rate offer(s) electronically via the I-FTP or via paper in accordance with Sections 6 and 9. Identified below are the file format requirements that **MUST** be utilized when creating electronic rate files for the submission of rate offers in accordance with this Request and its Special Filing Instructions (SFI). Rate offers received which do not conform to these format requirements will be found unacceptable.

NOTE: When creating Billing/Reporting records, Header records, and Rate records use all UPPER CASE LETTERS. A **separate** rate offer must be submitted for each Destination Service Area Code identified in Paragraph 6-1. All rate offers can be submitted as one (1) file when transmitting the offer via the I-FTP. If all rate records are transmitted as one (1) file, then only one (1) set of Billing/Reporting records needs to be submitted at the beginning of the file. If, however, each rate offer is transmitted as a separate file, then one (1) set of Billing/Reporting records **MUST** proceed each rate record. When creating the rate offer, the offer number identified in the A1 or A2 header record by positions 9 - 12 can remain the same for all Destination Service Area Descriptions - the only thing that will need to change is the Destination Service Area Code identified in positions 17 - 18. When the rate file is completed, it must be saved as an unformatted ASCII (Text Only) flat file (e.g., no tab characters, etc.) before attempting to transfer the file via I-FTP. Identified below are examples of rate offers and what a file containing multiple rate offers for the same facility could look like and an example of files containing only single rate records.

Example of one rate file containing multiple rate offers for the Southwest Distribution Center:

```
F1ABCD\ABC MOVING & STORAGE\19991101\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6S12340SWD0119991101ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C20000800-555-9898098098      095
A1ABCD6S12340SWD0219991101ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C30000800-555-989800000089045000      000095080100(Continue entering % until a % has been offered for all Required Item %)
A1ABCD6S12340SWD0319991101ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C40000800-555-9898098098090045000      095
```

Please see next page for examples of multiple rate offers being transmitted as separate files:

Examples of multiple rate offers being transmitted as separate files:

1st File:

F1ABCD\ABC MOVING & STORAGE\R\19991101\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACKFAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6S12340SWD0119991101ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C20000800-555-9898098098 095

2nd File:

F1ABCD\ABC MOVING & STORAGE\R\19991101\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6S12340SWD0219991101ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C30000800-555-9898000000089045000 000095080100(Continue entering % until a % has been offered for all Required Item %)

3rd File:

F1ABCD\ABC MOVING & STORAGE\R\19991101\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6S12340SWD0319991101ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C40000800-555-9898098098090045000 095

7-2. CARRIER BILLING/REPORTING RECORD FORMAT REQUIREMENTS: In addition to each carrier's header records and rate records for all rate offers filed in accordance with this RFO and its SFI, all carriers must file the following "F Records". As stated in Paragraph 7-1, if all rate offers are transmitted as one file, then only one set of the Billing/Reporting records needs to be included at the beginning of the rate file. If, however, each rate offer is transmitted as a separate file, then a set of Billing/Reporting records **MUST** proceed each rate record. This carrier information is what is used to maintain the FPMO's carrier mailing list when distributing RFOs and other program related information/requests. The following Billing/Reporting Record format requirements **must be** strictly adhered to. Submissions received from carriers or Rate Filing Service Providers not conforming to record format requirements will be found unacceptable.

A. BILLING/REPORTING RECORDS:

EXAMPLE:

F1ABCD\ABC MOVING AND STORAGE\R\19991101\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW

1. HEADER RECORD:

Record Field	Maximum Positions	Contents
Record ID	2	F1
SCAC	4	4 Digit Standard Carrier Alpha Code
Separator	1	\ [backslash]
Company Name	45	
Separator	1	\ [backslash]
Reserved	1	Enter R
Separator	1	\ [backslash]
Effective Date--YYYYMMDD	8	Must be 19991101 for Initial Filing,
Separator	1	\ [backslash]
Taxpayer Identification Number	9	TIN assigned by the IRS to the Participant.

2. MAILING ADDRESS RECORD:

A. Company's Authorized Official/Government Contact:

Record Field	Maximum Positions	Contents
Record ID	2	F2
Authorized Government Representative	45	Name of Company's authorized official/ Government contact. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

B. Company's Authorized Official Title:

Record Field	Maximum Positions	Contents
Record ID	2	F3
Government Representative's Title	45	Title of the Company's Authorized Official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

C. Company's Mailing Address:

Record Field	Maximum Positions	Contents
Record ID	2	F4
Company's Mailing Address	45	Company's Authorized Official's mailing address. If the street address is longer than the allotted positions, you must abbreviate.

D. Company's City/State/Zip Code:

Record Field	Maximum Positions	Contents
Record ID	2	F5
Company's Mailing Address - City	45	City of Company's Authorized Official's mailing address. If the City is longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address - State	2	State of Company's Authorized Official's mailing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address- Zip Code	10	Zip Code of Company's Authorized Official's mailing address. Use either US Postal Service five or 10 position Zipcode.

E. Company's Telephone Number/Facsimile Number:

Record Field	Maximum Positions	Contents
Record ID	2	F6
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's Authorized Official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's Authorized Official.

F. Company's Internet Address:

Record Field	Maximum Positions	Contents
Record ID	2	F7
Internet Address	45	Internet address of Company's Authorized Official.

G. Company's Shipment Booking Office Facsimile Number:

Record Field	Maximum Positions	Contents
Record ID	2	F8
Shipment Booking Office Facsimile Number	12	Facsimile Number of Company's authorized Shipment Booking Office. This number should correspond with the phone number identified in rate offers for shipping booking purposes which appears in the GSA ITMS cost comparison.

3. BILLING ADDRESS RECORD:

A. Company's Authorized Billing Official:

Record Field	Maximum Positions	Contents
Record ID	2	F9
Authorized Billing Representative	45	Name of Company's Authorized Billing Official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

B. Company's Authorized Billing Official Title:

Record Field	Maximum Positions	Contents
Record ID	2	FA
Government Representative's Title	45	Title of the Company's Authorized Billing Official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

C. Company's Billing Address:

Record Field	Maximum Positions	Contents
Record ID	2	FB
Company's Billing Address	45	Company's official billing address. If the street address is longer than the allotted positions, you must abbreviate.

D. Company's Billing City/State/Zip Code:

Record Field	Maximum Positions	Contents
Record ID	2	FC
Company's Billing Address - City	45	City of Company's billing address. If the City is longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Billing Address - State	2	State of Company's billing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Billing Address- Zip Code	10	Zip Code of Company's billing address. Use either US Postal Service five or 10 position Zipcode.

E. Company's Billing Telephone Number/Facsimile Number:

Record Field	Maximum Positions	Contents
Record ID	2	FD
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's Authorized Billing Official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's Authorized Billing Official.

F. Company's Billing Internet Address:

Record Field	Maximum Positions	Contents
Record ID	2	FE
Billing Internet Address	45	Internet address of Company's Authorized Billing Official.

4. COMPANY'S MINORITY/WOMEN-OWNED STATUS:

Record Field	Maximum Positions	Contents
Record ID	2	FF
Minority/Women-Owned Business	1	Enter N for non-minority or non-women-owned Enter M for minority-owned Enter W for women-owned Enter B for BOTH for a minority and woman-owned.

NOTE: Zero fills or spaces are not required; if an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

7-3. HEADER RECORDS:

A. Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers:

NOTE: When creating Header Records, use all UPPERCASE LETTERS. When the rate file is completed, it must be saved as an unformatted ASCII (Text Only) flat file (e.g., no tab characters, etc.) before attempting to transfer the file via I-FTP.

Example:

A1ABCD6S12340SWD0119991101ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A1
SCAC	3-6	4 Digit Standard Carrier Alpha Code
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a “6”)
Type of Offer	8-8	S (Position 8-8 of this type of header record will always be a “S”)
Carrier Assigned Offer #	9-12	Example: 1234
Reserved	13-13	Enter a zero (0)
Facility Identifier	14-16	MUST be SWD
Destination Service Area Code	17-18	Enter the appropriate Destination Service Area Code as identified in Paragraph 6-1.
Effective Date - YYYYMMDD	19-26	19991101
Carrier Name	27-61	Name of Offering Carrier. If all positions are not utilized, enter spaces (USE SPACE BAR).
Trading Partner Agreement #	62-67	Enter the offering firm’s Trading Partner Agreement #. If all six (6) positions are not utilized, use spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Carrier’s SCAC if transmitting rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the firm.
Filler	83-174	Empty Space

B. Header Record for Brokers and Shipper Agents/Intermodal Marketing Companies:

Example:

A2BBBS6S45670SWD0219991101BB BROKERAGE SERVICE(POSITIONS 47-61 IN SPACES)BBBS95BBBS 13-214567(POSITIONS 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A2
SCAC	3-6	4 Digit Standard Carrier Alpha Code of Broker or Shipper Agent
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a "6")
Type of Offer	8-8	S (Position 8-8 of this type of header record will always be a "S")
Assigned Offer #	9-12	Example: 4567
Reserved	13-13	Enter a zero (0)
Facility Identifier	14-16	Must be SWD
Destination Service Area Code	17-18	Enter the appropriate Destination Service Area Code as identified in Paragraph 6-1.
Effective Date - YYYYMMDD	19-26	19991101
Broker or Shipper Agnt/Intermodal Mrktng Name	27-61	Name of Broker or Shipper Agent/Intermodal Marketing Company. If all positions are not utilized, enter spaces (USE SPACE BAR).
Trading Partner Agreement #	62-67	Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, use spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Broker's or Shipper's Agent/Intermodal Marketing Company's SCAC if transmitting rates itself. If all six (6) positions are not utilized, use spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the firm.
Filler	83-174	Empty Space

C. Header Record for Underlying Carriers Represented by Broker or Shipper Agent/Intermodal Marketing Co.:

Example:

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)

A3PMVB FHYV NCHJ XMKJ XBFD XEBG KIZA QWBV RLMF GHYV CBDU JYXE POQW MKXS RGAL (Continue for a total of 34 SCACS)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A3
SCAC	3-6	SCAC of First Underlying Carrier Represented by the Broker/Shipper Agent
Filler	7-7	Space (USE SPACE BAR)
SCAC	8-11	SCAC of Second Underlying Carrier Represented by the Broker/Shipper Agent
Filler	12-12	Space (USE SPACE BAR)
SCAC	13-16	SCAC of Third Underlying Carrier Represented by the Broker/Shipper Agent
REPEAT FORMATTING PROCESS UNTIL ALL UNDERLYING CARRIERS HAVE BEEN IDENTIFIED FOR A MAXIMUM OF 34 SCACS PER LINE. IF ADDITIONAL SPACE IS NEEDED, START NEXT LINE WITH A3 AND REPEAT FORMATTING PROCESS SHOWN ABOVE.		

7-4. RATE RECORDS:

A. The C2 rate record MAY ONLY be utilized if submitting BOTH of the following two (2) rate types:

Percent of the Minimum Charge identified in the 1000-D; and
Percent of the Less Than Truckload identified in the 1000-D.

Example:

C20000800-555-9898099097
C20000800-555-9898099097

095
000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C2
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C2 rate record, a Percent of Minimum Charge must be entered.
Percent of Less-Than-Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C2 rate record, a Percent of the Less Than Truckload must be entered.
Filler	25-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

B. The C3 rate record MAY ONLY be utilized if submitting BOTH of the following two (2) rate types:

Truckload offer stated as a cost in cents per mile per vehicle used; and
Truckload Minimum Charge per vehicle used.

Example:

C30000800-555-9898000000090045000 095
C30000800-555-9898000000101050000 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C3
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Filler	19-24	Use zeros (000000)
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C3 rate record, a Truckload Cents per Mile must be entered.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C3 rate record, a Minimum Truckload Charge must be entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

C. The C4 rate record MAY ONLY be utilized if submitting ALL of the following four (4) rate types:

Percent of the Minimum Charge identified in the 1000-D;
 Percent of the Less Than Truckload identified in the 1000-D;
 Truckload offer stated as a cost in cents per mile per vehicle used; and
 Truckload Minimum Charge per vehicle used.

Example:

C40000800-555-9898099097099045000 095
 C40000800-555-9898099097099045000 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C4
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C4 rate record, a Percent of Minimum Charge must be entered.
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C4 rate record, a Percent of Less Than Truckload must be entered.
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C4 rate record, a Truckload Cents per Mile must be entered.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C4 rate record, a Minimum Truckload Charge must be entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

SECTION 8

ELECTRONIC RATE TRANSMISSION SPECIAL INSTRUCTIONS

8-1. GENERAL: All electronic rate transmissions submitted in accordance with Sections 6 and 7 of this Request and its Special Filing Instructions (SFI) **MUST** be via the Internet utilizing the File Transfer Protocol (I-FTP). Below are the instructions for accessing the I-FTP.

NOTE: If your firm intends to transmit its rate offer(s) via I-FTP without utilizing the services of a Rate Filing Service Provider or Tariff Publishing Agent and your firm does not already have an assigned User ID and Password under GSA's Freight Management Program, you will need to notify the Freight Program Management Office (FPMO) in writing on company letterhead in order to receive your firm's User ID and Password. Requests for a User ID and Password may be faxed to the attention of Robyn Bennett, Cindy Schardt, or Ray Calahan at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via facsimile, so please be sure to include your firm's facsimile number when submitting your request. Please be aware that it will take several days upon receipt of a firm's request to enter the firm's User ID and Password.

8-2. FORMAT REQUIREMENTS: Electronic format requirements as set out in this Request and its SFI must be strictly adhered to. Submissions received from firms, Rate Filing Service Providers, or Tariff Publishing Agents not conforming to format requirements identified in this Section 8 and Sections 6 and 7 will be found unacceptable.

8-3. FILE PREPARATION: In order to transfer the file(s) via the I-FTP, the file(s) **must** be saved and transmitted as an unformatted, ASCII (TEXT ONLY) flat file (e.g., no tab characters, etc.). The file **must not** have a top, bottom, right, or left margin. The filename **must adhere to the following naming format:**

RECORD FIELD	POSITIONS	CONTENTS
Carrier's SCAC or Rate Filing Service Provider's or Tariff Publishing Agent's Code	1-4	Enter the Carrier's SCAC if transmitting rates itself. Enter Rate Filing Service Provider's or Tariff Publishing Agent's Code if transmitting rates on behalf of a carrier. If all four (4) positions are not utilized, enter an underscore(s) () at the end.
Rate File Number	5-8	May be alpha, numeric, or a combination
Extension	9-12	MUST be .FRT

Examples: ABCDSWDC.FRT, AAA_1234.FRT, BBBBSW97.FRT, CCC_SW97.FRT

If as a carrier, RFSP, or TPA, you are unsure as to your firm's SCAC (up to 4 positions) or code (up to 4 positions) in GSA's Freight Management Program, please contact Robyn Bennett, Cindy Schardt, or Ray Calahan at (816) 823-3646 or via e-mail at robyn.bennett@gsa.gov, cindy.schardt@gsa.gov, or ray.calahan@gsa.gov, respectively, for verification.

The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your firm's directory on the FTP and/or automatic rejection of the rate offer(s).

NOTE: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

8-4. ACCESSING THE I-FTP: GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a rate file onto the I-FTP, how to download a rate file from the I-FTP, or how to move around in the I-FTP due to the fact that

accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a firm. Consequently, a firm will need to contact their I-FTP provider for assistance. Listed below is information we can provide--the address to GSA's I-FTP directory and two different methods (there are others) by which to access your firm's individual directory in which you will need to place your firm's rate file(s):

A. I-FTP Address:

KCFTP.GSA.GOV

OR

159.142.185.60

B. Method to Access Individual Directories (items in BOLD are words/phrases that you must type in exactly):

FTP>**CD CARRIERS**\User ID

OR

FTP>**D:\PUB\CARRIERS\USER ID**

8-5. CONFIRMING RATE TRANSMISSIONS: Each business day morning, the Freight Program Management Office (FPMO) will run a program that will automatically search the carrier FTP directory and count the number of rate records contained in a file that has been transmitted since the last time the program was executed. Once counted, the program will automatically place a file in the appropriate carrier's FTP directory verifying the number of rate records received. This file will be named (SCAC)FRT.txt. Carriers can use this .txt file to confirm that the FPMO has received the appropriate number of rate records. This .txt file only confirms the number of rate records received – it does not validate the content or formatting of data contained in the carrier's rate offer. If appropriate, carriers will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-4.B. of this Request and its SFI.

SECTION 9

FORMAT REQUIREMENTS FOR THE SUBMISSION OF PAPER RATE OFFERS

9-1. FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF PAPER RATE OFFERS: Firms submitting six (6) or less C2, C3, or C4 rate records for the Southwest Distribution Center (SWDC) may submit their rate offers via paper in accordance with this Section 9 and Section 6. Those firms submitting seven (7) or more C2, C3, or C4 rate records for the SWDC **MUST** submit their rate offers electronically in accordance with Sections 6, 7, and 8. Identified on the following pages are the paper submission requirements that **MUST** be utilized when creating a paper rate offer. These forms may be reproduced as necessary and **MUST BE LEGIBLE**. Rate offers received which do not conform to these requirements will be found unacceptable.

NOTE: A separate rate offer must be submitted for each Destination Service Area Description identified in Paragraph 6-1. As a result, one rate offer would consist of one A1 or A2/A3 header record and either one C2, C3, or C4 rate record. When creating the rate offer, the Carrier or Broker/Shipper Agent Assigned Offer Number identified in the A1 or A2 header record can remain the same for all Destination Service Area Descriptions - the only thing that will need to change is the Destination Service Area Code. One set of Carrier Billing/Reporting Records **MUST** also be completed.

9-2. CARRIER BILLING/REPORTING RECORDS: Please see Paragraph 7-2 for a complete description of the following fields.

A. HEADER RECORD:

SCAC (4 Positions)	
Company Name (45 Positions)	
Effective Date (8 Positions)	19991101
Taxpayer Identification Number (9 Positions)	

B. MAILING ADDRESS/CONTACT RECORD:

Authorized Government Representative (45 Positions)	
Government Representative's Title (45 Positions)	
Company's Mailing Address (45 Positions)	
Company's Mailing Address – City (45 Positions)	
Company's Mailing Address – State (2 Positions)	
Company's Mailing Address – Zip Code (10 Positions)	
Telephone Number of Company's Authorized Official (12 Positions)	
Facsimile Number of Company's Authorized Official (12 Positions)	
Internet Address of Company's Authorized Official (45 Positions)	
Facsimile Number of Company's Authorized Shipment Booking Office. This number should correspond with the phone number identified in rate offers for shipping booking purposes which appears in the GSA ITMS cost comparison (12 Positions)	

C. BILLING ADDRESS RECORD:

Name of Company's Authorized Billing Representative
(45 Positions)

Title of Company's Authorized Billing Representative
(45 Positions)

Company's Official Billing Mailing Address (45 Positions)

Company's Official Billing Mailing Address – City (45 Positions)

Company's Official Billing Mailing Address – State (2 Positions)

Company's Official Billing Mailing Address – Zip Code
(10 Positions)

Telephone Number of Company's Authorized Billing Official
(12 Positions)

Facsimile Number of Company's Authorized Billing Official
(12 Positions)

Internet Address of Company's Authorized Billing Official
(45 Positions)

D. COMPANY'S MINORITY/WOMAN-OWNED STATUS

Enter:

N for non-minority or non-woman owned

M for minority owned

W for woman owned

B for BOTH minority and woman owned

(1 Position)

NOTE: If information provided is longer than the allotted positions, you must abbreviate.

9-3. HEADER RECORDS:

A. Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers. If selected, complete this form and return it to the address identified on Page 2 of the cover letter. Please see Paragraph 7-3.A. for a complete description of the following fields:

Carrier Name: _____

Contact Person: _____

Contact Person's Title: _____

Contact Person's Telephone #: _____

Signature: _____

Date: _____

Record ID (2 Positions) _____ A1 _____

SCAC (4 Positions) _____

Zone Identifier (1 Position) _____ 6 _____

Type of Offer (1 Position) _____ S _____

Carrier Assigned Offer # (4 Positions) _____

Reserved (1 Position) _____ 0 _____

Facility Identifier (3 Positions) -
Must be SWD _____ SWD _____

Destination Service Area Code (2 Positions)
- See Paragraph 6-1. _____

Effective Date - YYYYMMDD (8 Positions) _____ 19991101 _____

Carrier Name (36 Positions) _____

Trading Partner Agreement # -(6 Positions) _____

Submitter Code (6 Positions) _____

Taxpayer Identification # (TIN)
(9 Positions) _____

B. Header Record for Brokers or Shipper Agents/Intermodal Marketing Companies. If selected, complete this form and return it to the address identified on Page 2 of the cover letter. Please see Paragraph 7-3.B. for a complete description of the following fields:

Broker/Shipper Agent Name: _____

Contact Person: _____

Contact Person's Title: _____

Contact Person's Telephone #: _____

Signature: _____

Date: _____

Record ID (2 Positions)	A2
SCAC (4 Positions)	
Zone Identifier (1 Position)	6
Type of Offer (1 Position)	S
Broker/Shipper Agent Assigned Offer # (4 Positions)	
Reserved (1 Position)	0
Facility Identifier (3 Positions) - Must be SWD	SWD
Destination Service Area Code (2 Positions) - See Paragraph 6-1.	
Effective Date - YYYYMMDD (8 Positions)	19991101
Broker/Shipper Agent Name - (36 Positions)	
Trading Partner Agreement # - (6 Positions)	
Submitter Code (6 Positions)	
Taxpayer Identification # (TIN) (9 Positions)	

C. Header Record for the Underlying Carriers Represented by a Broker or Shipper Agent/Intermodal Marketing Company. This type of record must be completed if your firm is a broker or shipper agent/Intermodal Marketing Company. If selected, complete this form and return it to the address identified on Page 2 of the cover letter. Please see Paragraph 7-3.C. for a complete description of the following fields:

Record ID	A3
SCAC of Underlying Carrier (4 Positions)	
SCAC of Underlying Carrier (4 Positions)	
SCAC of Underlying Carrier (4 Positions)	
SCAC of Underlying Carrier (4 Positions)	
SCAC of Underlying Carrier (4 Positions)	
SCAC of Underlying Carrier (4 Positions)	
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SCAC of Underlying Carrier (4 Positions)	
SCAC of Underlying Carrier (4 Positions)	
SCAC of Underlying Carrier (4 Positions)	
SCAC of Underlying Carrier (4 Positions)	

9-4. RATE RECORDS:

A. The C2 rate record MAY ONLY be utilized if submitting BOTH of the following two (2) rate types:

Percent of the Minimum Charge identified in the GSA Baseline Rate Table Publication 1000-D; and
Percent of the Less Than Truckload identified in the 1000-D.

Please see Paragraph 7-4.A. for a complete description of the following fields:

Record ID (2 Positions)	<hr/>								
	C2								
Telephone Number to book shipment (12 Positions)	<hr/>								
Percent of Minimum Charge (3 Positions) - a % of Minimum Charge must be entered	<hr/>								
Percent of Less Than Truckload (3 Positions) - a % of LTL must be entered	<hr/>								
Required Item Percentages									
If offering one percent for all items, enter here (3 Positions):	<hr/>								
If offering different percentages, complete following (3 Positions each):									
Item 40	<hr/>	100	<hr/>	200	<hr/>	250	<hr/>	300	<hr/>
Item 325	<hr/>	350	<hr/>	400	<hr/>	425	<hr/>	450	<hr/>
Item *475	<hr/>	**480	<hr/>	500	<hr/>	525	<hr/>	550	<hr/>
Item 600	<hr/>	625	<hr/>	675	<hr/>	725	<hr/>	775	<hr/>
Item 776	<hr/>	825	<hr/>	850	<hr/>	855	<hr/>	860	<hr/>
Item 865	<hr/>	870	<hr/>	875	<hr/>	925	<hr/>	950	<hr/>
Item **1010	<hr/>	**1025	<hr/>	**1030	<hr/>	**1035	<hr/>	**1040	<hr/>
Item 1050	<hr/>	1075(B)	<hr/>	1075(F)	<hr/>	1100	<hr/>	1175	<hr/>
Item 1225	<hr/>	1250	<hr/>	1275	<hr/>				

B. The C3 rate record MAY ONLY be utilized if submitting BOTH of the following two (2) rate types:

Truckload offer stated as a cost in cents per mile per vehicle used; and
Truckload Minimum Charge per vehicle used.

Please see Paragraph 7-4.B. for a complete description of the following fields.

Record ID (2 Positions) C3

Telephone # to book shipment
(12 Positions)

Cents Per Mile Truckload (3 Positions) -
a Cents Per Mile Truckload must be
entered

Minimum Truckload Charge (6 Positions) -
a Minimum Truckload Charge must be
entered

Required Item Percentages

If offering one percent for all
items, enter here (3 Positions):

If offering different percentages, complete following (3 Positions each):

Item 40	_____	100	_____	200	_____	250	_____	300	_____
Item 325	_____	350	_____	400	_____	425	_____	450	_____
Item *475	_____	**480	_____	500	_____	525	_____	550	_____
Item 600	_____	625	_____	675	_____	725	_____	775	_____
Item 776	_____	825	_____	850	_____	855	_____	860	_____
Item 865	_____	870	_____	875	_____	925	_____	950	_____
Item **1010	_____	**1025	_____	**1030	_____	**1035	_____	**1040	_____
Item 1050	_____	1075(B)	_____	1075(F)	_____	1100	_____	1175	_____
Item 1225	_____	1250	_____	1275	_____				

C. The C4 rate record MAY ONLY be utilized if submitting ALL of the following four (4) rate types:

Percent of Minimum Charge identified in the 1000-D;
Percent of the Less Than Truckload identified in the 1000-D;
Truckload offer stated as a cost in cents per mile per vehicle used; and
Truckload Minimum Charge per vehicle used.

Please see Paragraph 7-4.C. for a complete description of the following fields.

Record ID (2 Positions) C4

Telephone # to book shipment
(12 Positions)

Percent of Minimum Charge (3 Positions) –
a % of Minimum Charge must be entered

Percent of Less Than Truckload (3 Positions) –
a % of LTL must be entered

Cents Per Mile Truckload (3 Positions) -
a Cents Per Mile Truckload must be
entered

Minimum Truckload Charge (6 Positions) -
a Minimum Truckload Charge must be
entered

Required Item Percentages

If offering one percent for all
items, enter here (3 Positions):

If offering different percentages, complete following (3 Positions each):

Item 40	_____	100	_____	200	_____	250	_____	300	_____
Item 325	_____	350	_____	400	_____	425	_____	450	_____
Item *475	_____	**480	_____	500	_____	525	_____	550	_____
Item 600	_____	625	_____	675	_____	725	_____	775	_____
Item 776	_____	825	_____	850	_____	855	_____	860	_____
Item 865	_____	870	_____	875	_____	925	_____	950	_____
Item **1010	_____	**1025	_____	**1030	_____	**1035	_____	**1040	_____
Item 1050	_____	1075(B)	_____	1075(F)	_____	1100	_____	1175	_____
Item 1225	_____	1250	_____	1275	_____				